

FISCAL YEAR 2001 Old Year AFGM Warrant Cancellation Procedures

(Excluding Individual Income Tax Refund Warrants)

The purpose of the Fiscal year 2001 Old Year AFGM Warrant Cancellation is to increase the appropriate AASIS fund balance as a result of the cancellation of a warrant issued in Fiscal Year 2001 by the AFGM System and cancel the warrant in the systems of the Treasurer and the Auditor of State.

The form must be submitted along with the actual warrant to the Office of Accounting. The Office of Accounting will enter this as a manual document type (SA). The form will be distributed with the AASIS posted document number written on the form. The distribution of the form will be as follows:

Treasurer of State (copy)
Auditor of State (copy and warrant)
Agency (copy)
Office of Accounting (original)

Treasury Processing

The State Treasurer established a separate non-AASIS fund as a reserve from which to redeem Fiscal Year 2001 warrants. The funds are designated on the books of the State Treasurer using the three digits old AFGM high level fund followed by a dash followed by the word – OLD. (Example: SDG-OLD). You must enter this configuration of the fund code on the form in order to get proper credit for the cancellation. **The Office of Accounting will ensure that sufficient monies exist in this “OLD” account before the document is sent to the Treasurer.** The Treasurer will then transfer the monies from the reserve fund to the AASIS designated fund on the form. The first three digits of the AASIS fund must begin with the high level AFGM Fund.

Auditor of State Processing

The Auditor of State will be given a copy of the form and the warrant. He will cancel the warrant on his system. The Auditor of State will recognize only the fund on the warrant for cancellation purposes.

Office of Accounting Processing

The Office of Accounting will use AASIS transaction FB50 as follows:

- 1) The Document Date will be the current date.
- 2) The Reference Document will be the business area.
- 3) The Short Text will state "OY Warrant Cancel"
- 4) The debit line item will be:
 - Debit 1100001000 cleared cash
 - Amount of warrant
 - AASIS Fund designated by agency
 - Assignment Number is High Level Fund– Old (Example: SDG-Old)
 - Text is AFGM warrant number (Example: 01E-1606478)
- 5) The credit line will be:
 - Credit to the general ledger code for 6990002000 old year warrant cancellations
 - Amount of warrant
 - Business Area of warrant
 - AASIS Fund designated by agency
 - Assignment Number is High Level Fund– Old (Example: SDG-Old)
 - Text is AFGM warrant number (Example: 01E-1606478)
 - AASIS cost center
 - WBS element (if required)
- 6) Please provide a contact person, phone number (including area code)/ Email address on the form.

Note: You may put more than one warrant per form if all of the warrants belong to the same business area. Each warrant must also have only one debit line that must be followed by only one credit line for the amount of the warrant. (I.E. Splitting of old year warrants among AASIS funds for a single warrant is not allowed. This must be done as a different follow-on transaction by the agency following normal procedures for fund transfers after the original warrant cancellation document has been approved and returned with an AASIS document number.)

If the old year warrant cancellation is for a reclaimable General Revenue supported fund, the Office of Accounting at the end of the month will reclaim the money. A copy of the reclaiming fund transfer will be sent to all parties involved in the original cancellation.

Essentially, this transfer will credit cleared cash and debit old year warrant cancellations for the warrant fund and debit cleared cash and credit old year

warrant cancellations for the reclaiming fund and use the warrant number in the text line item field.